

CERTIFICATION APPLICATION INSTRUCTIONS**REQUIRED DOCUMENTS**

All applicable documentation must be submitted. Please provide explanations in Item #25 or on a separate sheet of paper as indicated in the instructions. Failure to provide applicable information may result in closure of your file.

- ☐ (1) Federal Tax Forms (1040, 1065-K1 and 1120S), signed, and all schedules for the firm for the previous three years. Each principal must also submit W2's, 1099's, and Personal Tax Forms, for the past previous three years.
- ☐ (2) Copies of the last three (3) completed contracts or proposals, including contact persons.
- ☐ (3) Bank signature card or letter from your bank indicating authorized signers and number of signatures required.
- ☐ (4) Resumes of all principals, owners, and partners showing education, training and employment with dates and a description of the duties performed. Also, indicate all professional affiliations.
- ☐ (5) Current duty statement of day-to-day activities of all principals, owners, partners, and key employees.
- ☐ (6) A list of major equipment owned.
- ☐ (7) Property rental or lease agreements (*complete copy*).
- ☐ (8) Proof of capitalization. The documentation must include initial capitalization, sources of all funds and an explanation of how the ownership was obtained by the majority owner(s).
- ☐ (9) State Quarterly Wage and Withholding Reports for the last 4 quarters.
- ☐ (10) Copies of all applicable licenses or permits.
- ☐ (11) If applicable, a complete copy of any existing Trusts.
- ☐ (12) Fictitious Business Name Statement.